

**ACCOUNTING ADMINSTRATOR I
(SUPERVISOR)**

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: November 13 – 16, 2001

Collective Bargaining Identification: S01

Job Analysis Conducted By: Kathy Khan, Staff Services Analyst,
Personnel Examining Section
Chuenta Rhym, Staff Services Analyst
Personnel Examining Section

Number of Incumbents: There are 14 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated August 31, 2001.

Names of the Subject Matter Expert(s) and their background:

Jaime Corvera **Accounting Administrator II, RAO Central Coast**

Gayle Fifield **Accounting Administrator II, RAO Central Valley**

Kim Garcia **Accounting Administrator II, Headquarters Acctg. Svcs.**

Tim Gilpin **Accounting Administrator III, Headquarters Acctg. Svcs.**

The subject matter experts remained the same during the entire job analysis process.

**ACCOUNTING ADMINISTRATOR I
(SUPERVISOR)
INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of :

- California State Personnel Board Class Specification Accounting Administrator I (Supervisor);
- State of Delaware Specifications for their Administrative Officer
- Accounting Administrator (Supervisor) duty statements
- Personnel Examining History and class file